

# **HISTORIC LANDMARKS COMMISSION**

**OCTOBER 10, 2013**



**THE REGULAR MEETING WILL BE HELD AT 9:00 A.M. IN  
CITY COUNCIL CHAMBERS  
SUFFOLK MUNICIPAL BUILDING**

**NOTE: IF YOU CANNOT ATTEND THIS MEETING, PLEASE CALL  
THE DEPARTMENT OF PLANNING  
BY 12:00 NOON, WEDNESDAY, October 9 2013  
514-4060**

**RANDY HICKS  
CHAIRMAN**

**PREPARED BY THE CITY OF SUFFOLK  
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT**

*DIVISION OF PLANNING*



MINUTES  
HISTORIC LANDMARKS COMMISSION

September 12, 2013

9:00 A.M.

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The regular meeting of the Historic Landmarks Commission was held on Thursday, September 12, 2013, 9:00 a.m., in the Council Chambers of the Municipal Building, 441 Market Street, Suffolk, Virginia, with the following persons present:

MEMBERS PRESENT:

Walter Boyette  
Merritt Draper  
Susan Coley  
Amy Elliott  
John Faircloth  
Randy Hicks, Chairman  
Edward King  
Geraldine Outterbridge  
G. Stewart Tyler, Vice Chairman

STAFF:

Robert Goumas, Assistant Director of Planning  
Shanda Davenport, Principal Planner  
Thomas Jordan, Planner II  
Jillian Scott, Office Assistant II

The meeting was called to order by Chairman Hicks. The roll was called by Mr. Goumas and the Chairman was informed that a quorum was present. The minutes of the previous meeting were approved as presented. The Chairman noted the time limits for public hearings are ten (10) minutes for proponents, fifteen (15) minutes for opponents, and five (5) minutes for rebuttal.

## **PUBLIC HEARINGS**

**REQUEST FOR CERTIFICATE OF APPROPRIATENESS HC-2013-16, submitted by Chris Johnson, The Monument Companies, agent for, 147 W. Washington Street, LLC, applicant and property owner, for site improvements and exterior renovations of an existing mixed use (multi-family residential and commercial) structure and adjacent public parking lot. The affected properties are located at 121, 129, 133-135, 137-139, 141, 143-145, and 147-149 W. Washington Street. The properties are further identified as Zoning Map 34G18, Block (2) Parcel(s) 10, 11, 12, 13, 14, 15 and 16, and Zoning Map 34G18, Block (2) Parcel(s) 3, 13A and 14A, Suffolk Voting Borough, and are zoned CBD (Central Business District), and HC (Historic Conservation Overlay District).**

The first item of business was introduced by the Chairman, followed by a staff report by Shanda Davenport, Principal Planner. Ms. Davenport provided a brief discussion of the affected properties, noting their contribution and significance to the historic district citing in particular:

121-127 West Washington Street – This building was constructed between 1900-1915 in an Italianate style. The building is composed of two separate commercial fronts each two bays wide with tripartite windows with segmental arch corbelled brick lintels. Both storefronts have been altered from the original configuration.

129 West Washington Street – This building was also constructed between 1900-1915 and is typical in design and form to other Italianate commercial building that were constructed in Suffolk during the first quarter of the 20<sup>th</sup> century. This building is constructed in a 7-course American bond. The entry to the building is recessed in the center of the building.

133-145 West Washington Street – This building which dates from between 1900-1914, was identified as one structure during the 2002 survey of historic properties. At that time, the structure was identified as a non-contributing structure due to the remodeled façade which had compromised the buildings historic integrity. Since that time, much of the applied façade has been removed and the historic character of the buildings has been revealed.

147-149 West Washington Street – This Italianate structure also dates from 1900-1915. This building is three bays wide with side passage entries. The center bay is a fixed plate glass store window. The second story has three two-over-two windows with brick hood crowns and square wood sills.

Ms. Davenport stated that The *2026 Comprehensive Plan* identifies the site as being in the Central Suburban/Urban Growth Area (Mixed Use Core District). The surrounding area is zoned CBD, Central Business District with the adjacent properties consisting of first floor mercantile and second floor residential uses, typical of a downtown area. The properties run along the south side of West Washington Street and generally complete the streetscape from North Main Street to Saratoga Street with the exception of properties directly at each end of the block.

Ms. Davenport stated that the applicant proposed to rehabilitate the buildings located at 121 – 149 West Washington Street using Virginia and Federal Rehabilitation Tax Credits. The rehabilitation will result in the building being converted from their historic mercantile and

warehouse use into mercantile storefront spaces and apartments. The conversion from the former mercantile/warehouse use to mercantile/residential requires compliance with today's health/safety and building code requirements for access, lighting, and ventilation standards. As such, minor alterations to the buildings will occur in addition to the restoration of the historic facades. Light wells will be installed on the roof of the structures to allow light and ventilation to the proposed interior residential units. New window and door openings are proposed on the back of the structures to facilitate the adaptation. Minor site improvements in the rear such as the construction of a dumpster enclosure, the removal of paving, the installation of landscaping and fencing are proposed to allow for this reuse. As reflected in the previous renovations by the applicant in the Suffolk Historic District, the applicant's attention to maintaining and, where necessary, complementing historic detail furthers the intent of the Historic Conservation Overlay District, as reflected in the UDO, and the Historic Urban Core, as reflected in the Historic District Design Guidelines. The renovation of these series of buildings into sixty-seven apartments and five commercial spaces will be accomplished using standards established by the National Park Service for renovation and restoration of historic structures. All work on the buildings must be approved by the State of Virginia to be eligible for State and federal tax credits.

Based on the findings-of-fact, staff recommended approval of HC-2013-16 with the conditions noted in the staff report.

The public hearing was opened and speaking in favor of the application was Mr. Wayne Slusser, Monument Construction. Mr. Slusser stated they were looking forward to returning the city block back to its historic fabric making it a viable place for residential and commercial use.

There being no speakers in opposition, the public hearing was closed.

After discussion by the Commission, a motion was made by Commissioner Faircloth to approve staff's recommendation. The motion was seconded by Commissioner Boyette and approved by a recorded vote of 9-0.

**REQUEST FOR CERTIFICATE OF APPROPRIATENESS HC-2013-17, submitted by Douglas Fisher, property owner, to replace an existing wooden picket fence with a decorative aluminum picket fence for an existing residential structure located at 238 Pinner Street. The property is further identified as Zoning Map 34G19 Block (A) Parcel(s) 18, Suffolk Voting Borough, and is zoned RM (Residential Medium Density District), and HC (Historic Conservation Overlay District).**

The next item of business was introduced by the Chairman, followed by a staff report by Thomas Jordan, Planner. Mr. Jordan stated that the contributing structure is located at the intersection of Pinner Street and Finney Avenue (238 Pinner Street). The single-family detached dwelling is part of the original Suffolk Historic District (1987). The two-story wood frame dwelling was constructed in the Queen Anne architectural style circa 1900. Notable features of the main dwelling, as described in the DHR survey includes: 3-bays (asymmetrical) form, cross gable roof, Vernacular porch with Tuscan columns, simple brackets, full classical entablature and turned balusters, dormer brackets with pendants, and a bay window over the porch. Mr. Jordan provided a brief summary of the proposed

modifications stating that the applicant requested approval for the replacement of an existing wooden spindle fence with a decorative metal picket fence (black in color). The proposed fence will be constructed of aluminum and is proposed as a black wrought-iron style metal fence four (4) feet in height.

The guidelines identify that a variety of fence materials and designs are utilized in the Historic District. The proposed fence is a traditional decorative design similar to fences previously installed throughout the historic district. Selection of an appropriate fence design and material depends not only on function but the also the context in which the fence is utilize which in this case is a well-traveled signalized intersection with pedestrian sidewalks. The fence as proposed is in accordance with UDO general fence provisions for single-family residential districts which requires open area (50% or more) and allows a maximum height of four (4) feet for fences located within a required yard adjacent to a street. It is staff's position the criteria within the Historic District Design Guidelines have been satisfied. Mr. Jordan stated that based on the findings-of-fact, staff recommended approval of HC-20013-017 with the conditions as outlined in the staff report.

The public hearing was opened and speaking in favor of the application was Mr. Robert Wallace, 234 Pinner Street. Mr. Wallace stated that the fence would enhance the historical value of Pinner Street.

There being no speakers in opposition, the public hearing was closed.

After discussion by the Commission, a motion was made by Commissioner Tyler to approve staff's recommendation. The motion was seconded by Commissioner Faircloth and approved by a recorded vote of 9-0.

**New Business:** Enforcement Update

Susan Dillard, (Planning & Community Development) gave an update on the enforcement actions taken by Community Development for the following properties:

108 Wellons Street - property maintenance violation, continued until October 3

134 West Washington Street – compliant with property maintenance violation, continued until October 3

130 Oakdale Terrace – compliant with property maintenance violation, continued until October 3

There being no further business, the meeting was adjourned at 9:24 a.m.



# HISTORIC LANDMARKS COMMISSION



September 12, 2013

Motion:  
Faircloth

2<sup>nd</sup>: Boyette

TO: Approve  
Staff's  
Recommendation

Motion: Tyler

2<sup>nd</sup>: Faircloth

TO: Approve  
Staff's  
Recommendation

## ATTENDANCE

HC-2013-16

VOTE: 9-0

HC-2013-17

VOTE: 9-0

## COMMISSIONERS

PRESENT

ABSENT

YES

NO

Boyette, Walter

X

X

X

Coley, Susan M.

X

X

X

Draper, Merritt

X

X

X

Elliott, Amy

X

X

X

Faircloth, John

X

X

X

King, Edward L.

X

X

X

Outterbridge, Geraldine

X

X

X

Tyler, Stewart G.

X

X

X

**Vice-Chairman**

Hicks, Randy,

X

X

X

**Chairman**

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# CITY OF SUFFOLK

441 MARKET STREET, P.O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858  
PHONE: (757) 514-4060 FAX: (757) 514-4099

DEPART  
DEPARTMENT OF  
PLANNING & COMMUNITY DEVELOPMENT  
*Division of Planning*

To: Historic Landmarks Commission

From: Shanda H. Davenport, Principal Planner

Date: October 10, 2013

Subject: **REQUEST FOR A CERTIFICATE OF APPROPRIATENESS, HC2013-21**, submitted by Leslie C. Ferguson, agent, on behalf of Saint John's Episcopal Church, applicant and property owner, for the replacement of a wooden shake roof with an engineered synthetic shake on a religious structure located at 828 Kings Highway. The parcel is further identified as Zoning Map 10 Parcels 48A and 49, Chuckatuck Voting Borough, zoned A, Agricultural District, and HC, Historic Conservation Overlay District.

## **STAFF REPORT**

### **Overview off the Subject Property and Surrounding Area**

The property at 828 Kings Highway is the Saint John's Episcopal Church. The Church was first listed in the state directory of historic structures in 1972 and was included on the National Register of Historic Places in October of 1973. The property is a handsome brick church topped with a cedar roof. The Church building itself dates to the middle of the 18<sup>th</sup> century, which the church has been in existence on this site in the 17<sup>th</sup> century.

### **Case History**

No previous Certificates of Appropriateness have been granted for this property.

### **Proposed Action**

The applicant is proposing to remove the cedar shake roof on the structure located at 828 Kings Highway. The proposed roofing is to be a composite roofing shingles composed of plastics, elastomers and wood fibers.

### **Public Notice**

Public notice of this meeting was published in the newspaper and notices were mailed to adjacent property owners.

### **Applicable Regulations and Analysis**

#### **A. Unified Development Ordinance**

1. Section 31-413(f)(1), Certificate of Appropriateness: Where exterior appearance of any structure as viewed from any street or public way is involved, the Zoning Administrator shall issue no permit for erection, alteration, or improvement unless and until a Certificate of Appropriateness has been issued.
2. Section 31-413(g)(2), General Considerations
  - A. The compatibility with the design, development standards and criteria as included in the City's adopted Historic District Design Guidelines.
  - C. The historical or architectural value and significance of the building, structure or appurtenant element and its relationship to the historic or architectural value of the area in which it is proposed to be located.
  - E. The compatibility of planned improvements and renovations with the architectural and historic quality, character, and scale of the historic buildings in the City of Suffolk.
- b. Section 31-413(g)(7), Approval of Major Action by the HLC: (v) Any alteration to exterior materials or color of materials

#### **B. Suffolk Historic District Design Guidelines**

1. Chapter 1, Section E, Categories of Significance with the Historic Conservation Overlay District, Contributing Structures: Historic or non-historic structures contribute to the overall historic character of the historic district through the compatibility of their design, character, scale, material, and detailing. They are not, however, significant enough to be designated as landmarks.
2. Chapter 2, Section E, Certificate of Appropriateness: A Certificate of Appropriateness is similar to a building permit in that it is required whenever the exterior appearance of any structure in the Historic Conversation Overlay District, as viewed from any street or public way, is erected, altered, or improved.
3. Chapter 4, Section B. Policy Statement on Use of Substitute Exterior Materials

##### **B.1 Background**

In general, the original materials should, to the maximum extent possible, be maintained and preserved in place. When alterations are required, the original materials should remain unaltered to the greatest extent possible. When exterior materials must be replaced, due to deterioration or alterations, the physical dimensions, styles, and other qualities of the original materials should, to the

maximum extent possible, be replicated to match the original as closely as possible. The Historic Landmarks Commission will review each request on a case-by-case basis.

## B.2 Synthetic Trim Materials

Synthetic trim materials for architectural embellishments, such as cornices, columns/ pilasters, balusters, or window/door trim, may be acceptable as replacements for the original trim materials if they match the dimensions and profiles of the original material. When used for other applications, synthetic materials other than historic materials which replicate the qualities of the original material may be acceptable as substitutes if the Historic Landmarks Commission determines that the substitute or synthetic material will produce the overall character, appearance, and performance of the original material.

## B.3 Statement of Conditions

All actions involving the replacement of exterior materials cited in this Chapter shall require the submission of a signed statement, with exhibits, from the appropriate licensed contractor, engineer, or general contractor stating the condition of the existing exterior material, ability to be repaired, need for replacement, proposed corrective measures, and options to replacement is required as supporting documentation for any application for a Certificate of Appropriateness.

4. Chapter 4, Section I.4, Preserve Historic Roof Material: When replacing a roof, match original materials as closely as possible.
5. Chapter 4, Section I.7, Roofing Materials for Replacement Roofs: Traditional roofing material such as standing seam metal are preferred over asphalt shingles but are not required.

## **Staff Analysis**

The applicant has supplied information from Ben Chaney, with Andrews Roofing regarding the need for replacement of the existing roof.

The roof is currently clad with cedar shingles which were installed in 1992. As such, the roof itself is not historic. The applicant is proposing replacement of the cedar shingles with an engineered synthetic shingle which have a similar scale and texture as the cedar shingles. The “Enviroshake” shingles in mix of “Silvered Cedar” and “Aged Cedar” colors are proposed as a replacement. This synthetic shingle is proposed in order to extend the lifespan of this replacement roof. The applicant has stated in his application that the stabilization of the roof would allow the congregation to concentrate its efforts on the preservation of the historic elements of the structure, such as the brickwork and interior woodwork.

While the Historic District Design Guidelines call for the preservation of existing roof materials, it also states that maintenance of the roof “is critical for ensuring the preservation of the rest of the structure.” Maintaining the integrity of the roof is needed to preserve the structure. The proposed engineered shingle retains much of the scale and texture of the original roof. The shingles are molded from cedar shakes in order to properly replicate the texture and proportion of cedar shingles. The Commission has approved the use of synthetic materials in the past. This product appears to retain much of the characteristics of the existing roof without the issue of premature decay. Given the importance of this structure, the replacement of the roof is key to maintaining the structural integrity of the property. The replacement of this roof with a more long-lasting material would allow for the preservation of the property as a whole.

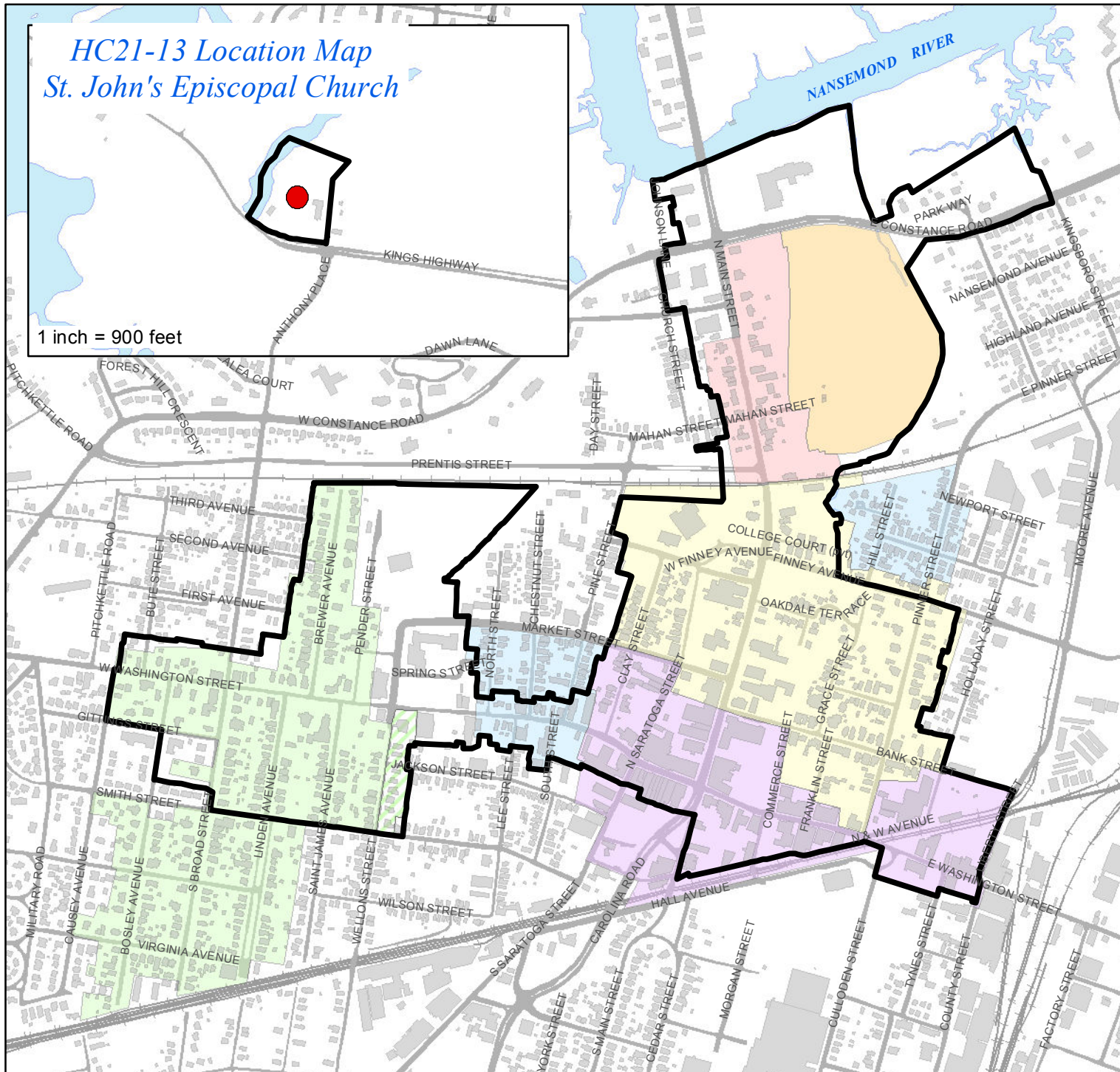
### **Summary and Recommendations**

The proposed replacement of the existing cedar shake roofing with was found to be in keeping with the Suffolk Historic District Guidelines. Based on the above findings-of-fact, staff recommends approval of HC-2013-21 with the following conditions:

1. Replace wooden shakes with “Enviroshake” composite shingles using manufacturer standards.
2. No further exterior improvements permitted without the issuance of a Certificate of Appropriateness.
3. All required permits shall be obtained from the Community Development Division.

# *HC21-13 Location Map* *St. John's Episcopal Church*

1 inch = 900 feet



## **Suffolk Historic & Cultural Overlay District & National Register Historic Districts**

### **HC21-13**

#### **LEGEND**

Suffolk Historic & Cultural Conservation Overlay

#### **NATIONAL REGISTER HISTORIC DISTRICTS**

- Original Suffolk District (1987)
- North Main Street Extension District (1998)
- East Washington Street District (2002)
- West End District (2004)
- West End District Expansion (2004)
- Suffolk District Expansion (2004)
- Cedar Hill Cemetery (2006)

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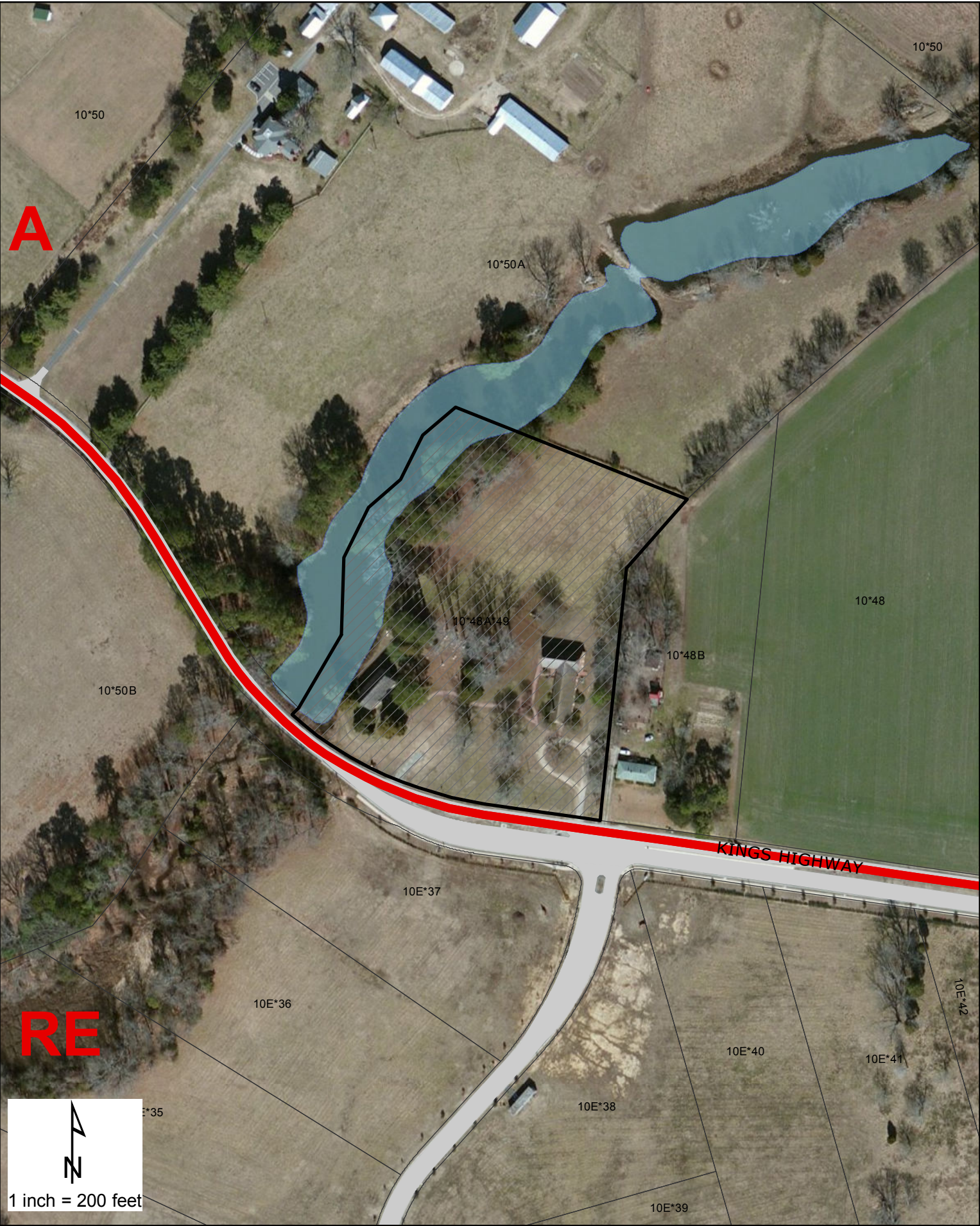
Aerial Photography captured March 1995. A limited area of the City was re flown in March of 2001. The most up-to-date photography available was used to capture planimetric information.



1:10,800  
1 inch = 900 feet



# HC21-13 Zoning /Land Use Map





Re: Supporting materials for Application for Certificate of Appropriateness in the case of St. John's Episcopal Church, 828 King's Hwy, Suffolk VA 23432-1112

1. A statement of condition of the sanctuary roof from Andrews Roofing is attached.

### **Narrative Description**

St. John's Episcopal Church will continue to use the facilities and property at 828 Kings Highway for worship and fellowship as it has in the past.

The proposed rehabilitation will be undertaken to replace the deteriorated shingles on the Church Sanctuary building. The shingles were installed in December 1992 and have reached the end of their useful life. Five different roofing contractors familiar with the material on the roof and the architectural requirements for historic structures have recommended replacing the roof instead of repairing it.

The roofing contractor, Andrews Roofing, has proposed to remove and dispose the existing wood shingles while protecting the existing structure and surrounding graves. They propose to replace the wood shingles with a manufactured shingle, Enviroshake® Engineered Roofing Product. The rehabilitation will use a mix of two colors of shingle, the majority being "Aged Cedar" (darker) and the remainder being "Silvered Cedar" (lighter) shingles. This type of application will minimally change the appearance of the existing distinctive material on the roof of the Sanctuary while maintaining the natural appearance of a cedar or wood shingle. These new shingles will help maintain the overall appearance and spatial relationship of the roof covering in order to minimize disturbing the building's appearance.

The Enviroshake® shingles are currently used on other Historic Sites on the National Register of Historic Places and other Historic Structures in North America. Most notably, they are installed on period structures at the Henry David Thoreau House in Concord Massachusetts and the Seven Hearths Residential Property in the Kent Connecticut Historical Society. In addition, the shingles are installed on a number of churches and historic structures in Canada.

Some of the benefits of using this product to rehabilitate the sanctuary roof are their longevity and ability to better preserve the integrity of the remainder of the structure for a greater period of time. Enviroshake shingles are maintenance free and are warranted to last at least 50 years as opposed to wood shingles that require periodic maintenance and might last 20-30 years. By using the manufactured shingles as opposed to wood shingles the Parish will better preserve the existing and more distinctive brickwork as well as the distinctive interior wood paneling which is an integral part of the historic nature of this church.

This proposal takes into consideration the guidance outlined in the National Park Service, Interior regulations, 36 CFR Chapter 1 Part 68 – *The Secretary of the Interior's Standards for the Treatment of Historic Properties*. Specifically we propose to rehabilitate our historic structure in order to make possible the continued integrity and use of the original 1756 brick sanctuary. The proposed new roofing material will better maintain the historic and irreplaceable brickwork for a longer period of time while maintaining the appearance of wood shingles.

2. Photos of the current roof, the proposed roofing material installed on a structure in Suffolk, and a weathered sample of the proposed roofing material are attached. In addition, a material data sheet is included for your information along with samples of the proposed roof shingles.



SEP 11 2013

PLANNING

**Recommendation**

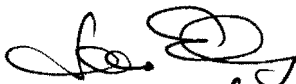
**Date:** September 5, 2013

**To:** St. John's Episcopal Church  
828 Kings Hwy  
Suffolk, VA 23432

**Phone:** (757) 255-4168

**Re:** Roof Recommendation Letter

It is the professional opinion of Andrews Roofing that the cedar shake roof on the Historic Sanctuary of the building at the aforementioned address be replaced at this time. This conclusion is based on the age of the existing roof, the number of repairs that are needed now, and the ongoing repairs that will be needed in the future.

  
as agent for  
Benjamin Chaney  
Vice President  
Andrews Roofing

**HC21-13**

## Existing Roof Condition



**HC21-13**

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# CITY OF SUFFOLK

441 MARKET STREET, P.O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858  
PHONE: (757) 514-4060 FAX: (757) 514-4099

DEPARTMENT OF  
PLANNING & COMMUNITY DEVELOPMENT

*Division of Planning*

To: Historic Landmarks Commission

From: Shanda H. Davenport, Principal Planner

Date: October 10, 2013

Subject: **Request for Certificate of Appropriateness HC-2013-22**, submitted by James E. Butler, III, President, Riddick's Folly, applicant and agent, in partnership with the City of Suffolk, property owner, for exterior renovations of an existing structure located at 510 N. Main Street. The property is further identified as Zoning Map 34G11 Block (A) Parcel(s) 142, Suffolk Voting Borough, and is zoned CBD (Central Business District), and HC (Historic Conservation Overlay District).

## **STAFF REPORT**

### **Overview off the Subject Property and Surrounding Area**

The subject property was identified as contributing to the period of significance for the North Main Street Historic District. The property contains both the structure under consideration for this request, the Law Office and the Riddick's Folly house. The structure under consideration was moved to the site in 2004. It is similar to an earlier structure on the site which had housed the law office for Mr. Riddick. The structure is a clapboard-sided frame building with agabled roof. A single-story covered porch supported by four columns is along the front of the structure.

### **Case History**

HC 2004-02 approved the renovation and placement of the Law Office on the ground of Riddick's Folly. At that time a renovation was performed on the structure, a new foundation was constructed and a handicap ramp was added.

### **Proposed Action**

The applicant is proposing to replace deteriorated elements of the structure, specifically the porch columns and porch decking, and to replace the handicap ramp with a mechanized lift.

### **Public Notice**

Public notice of this meeting was published in the newspaper and notices were mailed to adjacent property owners.

### **Applicable Regulations and Analysis**

#### **A. Unified Development Ordinance**

1. Section 31-413(f)(1), Certificate of Appropriateness: Where exterior appearance of any structure as viewed from any street or public way is involved, the Zoning Administrator shall issue no permit for erection, alteration, or improvement unless and until a Certificate of Appropriateness has been issued.
2. Section 31-413(g)(2), General Considerations
  - A. The compatibility with the design, development standards and criteria as included in the City's adopted Historic District Design Guidelines.
  - C. The historical or architectural value and significance of the building, structure or appurtenant element and its relationship to the historic or architectural value of the area in which it is proposed to be located.
  - E. The compatibility of planned improvements and renovations with the architectural and historic quality, character, and scale of the historic buildings in the City of Suffolk.
- b. Section 31-413(g)(7), Approval of Major Action by the HLC: (iii) Any addition to, or substantial alteration of, a designated landmark or structure on a contributing property which increases the square footage of the structure or otherwise alters substantially its size, height, contour or outline and (v) Any alteration to exterior materials or color of materials

#### **B. Suffolk Historic District Design Guidelines**

1. Chapter 1, Section D, Special Areas within the Local Historic District, Residential Areas: The appropriate design of additions, new construction, alternations, and landscape improvements are critical to assuring that the historic features which define the historic residential area are not overpowered or visually weakened by new development.
2. Chapter 1, Section E, Categories of Significance with the Historic Conservation Overlay District, Contributing Structures: Historic or non-historic structures contribute to the overall historic character of the historic district through the compatibility of their design, character, scale, material, and detailing. They are not, however, significant enough to be designated as landmarks.

3. Chapter 1, Section F, Goals with the Historic Conservation Overlay District:
  - Continued use of historic buildings
  - Appropriate design of additions and alterations for buildings
4. Chapter 2, Section E, Certificate of Appropriateness: A Certificate of Appropriateness is similar to a building permit in that it is required whenever the exterior appearance of any structure in the Historic Conversation Overlay District, as viewed from any street or public way, is erected, altered, or improved.
5. Chapter 4, Section F.2.b., Guidelines for Wood Materials: Materials other than historic materials which may replicate the qualities of the original may be acceptable as substitutes if the Historic Landmarks Commission determines that the substitute or synthetic material will produce the overall character, appearance, and performance.
6. Chapter 4, Section E.2.b Guidelines for Columns and Pilasters: Columns/Pilasters that are part of an addition should relate to the style and character of the existing building. If columns already exist on the original building, the new columns shall match these in style and detail. New columns on additions shall not be larger or taller than the existing columns.
7. Chapter 6, Section A.2 Historic Entry Corridors: Goals
  - *Rehabilitation of historic building facades*
  - *Adherence to design standards for new construction which respects the historic urban character of the area.*
8. Chapter 6, Section F. ADA Access Ramps and Lifts: The Americans with Disabilities Act (ADA) requires that all commercial entities, which are places of public accommodation, be accessible to disabled users or that alternative accommodations are provided. To achieve ADA compliance for many older historic buildings which were not built with at-grade entrances the addition of access ramps and lifts is a necessity. If designed carefully and sensitively, access ramps and lifts can usually be added to historic buildings without substantially altering their historical appearance.

Elevators and chairlifts are alternate ways of providing access in accordance with the ADA Accessibility Guidelines. Chairlifts are required to be hidden with landscaping or a low screen wall or fence.

### **Staff Analysis**

The applicant is requesting a series of changes to Law Office structure located at the Riddick's Folly site. The building is used for historic interpretation use and is in need of repair. The

applicant has requested the replacement of cypress porch decking with pine decking of the same dimension and replacement of the porch columns. While the decking alone may be approved administratively, the applicant is proposing a change in material for the porch columns. The columns will retain the same profile and proportion; however, the applicant is proposed to use a fiberglass material. As the Commission has approved the use of synthetic material for columns in the past, the use of this material should not be detrimental to the historic nature of the structure. The final product will be painted to match the remaining trim. Associated with this repair any deteriorated porch railing elements will be repaired or replaced with like-kind materials.

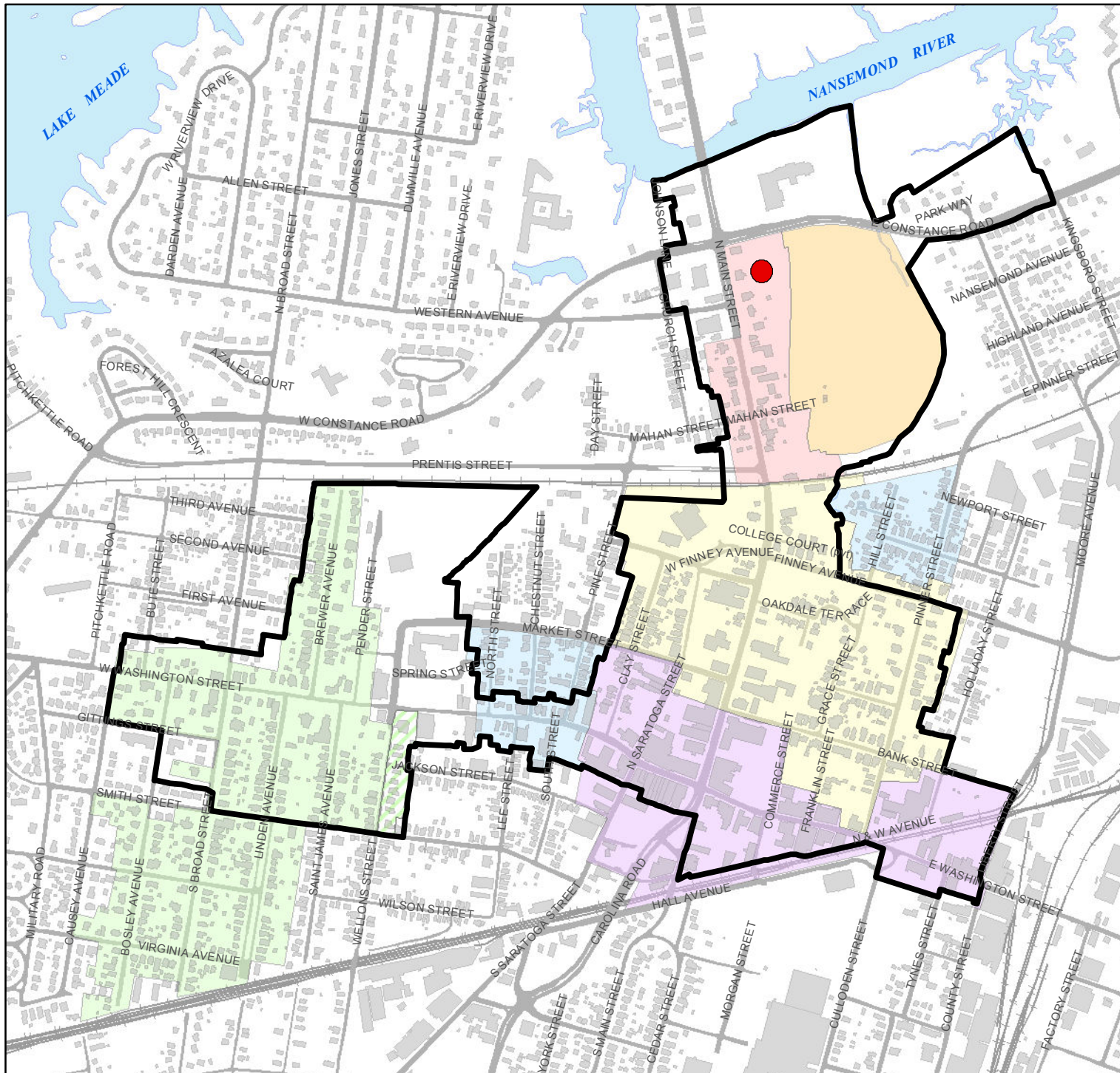
Finally, the applicant is requesting the removal of the deteriorated handicap ramp which wraps along the side and rear of the building. In lieu of providing ramped access to individuals with disabilities, the applicant is proposing to use a mechanized lift on the side of the porch. While the lift would be located on the front of the structure, mature landscaping would effectively screen much of the lift. In addition, the removal of the ramp from the side and rear of the building would provide an enhancement to the structure as a whole.

### **Summary and Recommendations**

Based on the above findings-of-fact, staff recommends approval of HC-2013-22 with the following conditions:

1. The existing porch decking may be rehabilitated using pine tongue and groove decking and "Dura cast" fiberglass columns. Minor repairs to handrails using like-kind materials may be performed. All materials shall be the same proportion, dimension and profile as original. All materials shall be painted to match existing.
2. The existing handicap ramp may be removed and a lift to provide access may be installed on the southwest corner of the existing porch. Landscaping shall be retained to screen the ramp.
3. No further exterior improvements permitted without the issuance of a Certificate of Appropriateness.
4. All required permits shall be obtained from the Community Development Division upon approval of a site plan from the Planning Division.





# Suffolk Historic & Cultural Overlay District & National Register Historic Districts

HC22-13

## LEGEND

Suffolk Historic & Cultural Conservation Overlay

## NATIONAL REGISTER HISTORIC DISTRICTS

- Original Suffolk District (1987)
- North Main Street Extension District (1998)
- East Washington Street District (2002)
- West End District (2004)
- West End District Expansion (2004)
- Suffolk District Expansion (2004)
- Cedar Hill Cemetery (2006)

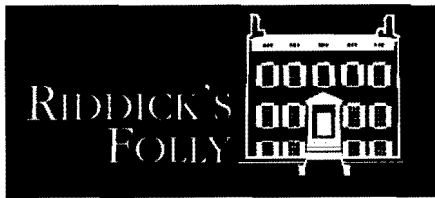
Disclaimer: THE CITY OF SUFFOLK MAKES NO WARRANTY, REPRESENTATION, OR GUARANTEE OF ANY KIND REGARDING EITHER ANY MAPS OR OTHER INFORMATION PROVIDED HEREIN OR THE SOURCES OF SUCH MAPS OR OTHER INFORMATION. THE CITY OF SUFFOLK SPECIFICALLY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

The City of Suffolk assumes no liability either for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decision made, action taken, or action not taken by the user in reliance upon any maps or information provided herein.

Aerial Photography captured March 1995. A limited area of the City was re flown in March of 2001. The most up-to-date photography available was used to capture planimetric information.



1:10,800  
1 inch = 900 feet



September 11, 2013

Historic Landmarks Commission  
C/O City Planning Department  
441 Market Street  
Suffolk, VA 23434

Dear, Sir and Madam:

In 2004 Riddick's Folly relocated a circa 1830 building to the property of 510 North Main Street. It was to represent Nathaniel Riddick's law office and be a part of the overall tour of the Riddick's Folly House Museum. The museum is listed on the National Register of Historic Places and registered with the Virginia Historic Landmarks Commission. Riddick's Folly went before the Historic Landmarks Commission in 2004 to get approval for exterior paint colors, the addition of the handicap ramp and overall restoration of the building. Even though the choice of material for the front porch, railings and the handicap ramp were approved, they have not withstood the elements. The cypress flooring, handrails and pine columns have all deteriorated in the short nine years since their installation.

We would like to remove the handicap ramp from the rear and south side of the building because of the continuing maintenance that it requires and replace it with a mechanical lift on the south end of the front porch. A brick sidewalk would be installed from the existing front walk of the law office, run south and connect to a six foot square concrete pad in front of the mechanical lift.

We would like to replace the existing cypress flooring on the front porch with salt treated three quarter by four-inch tongue in grooved boards, repair the hand railing where needed and replace the four wooden pine columns with DuraCast Fiberglass columns.

We will scrape, spot prime and apply two finish coats on all wood siding, trim and tin roof. All colors will remain the same per the approval 2004.

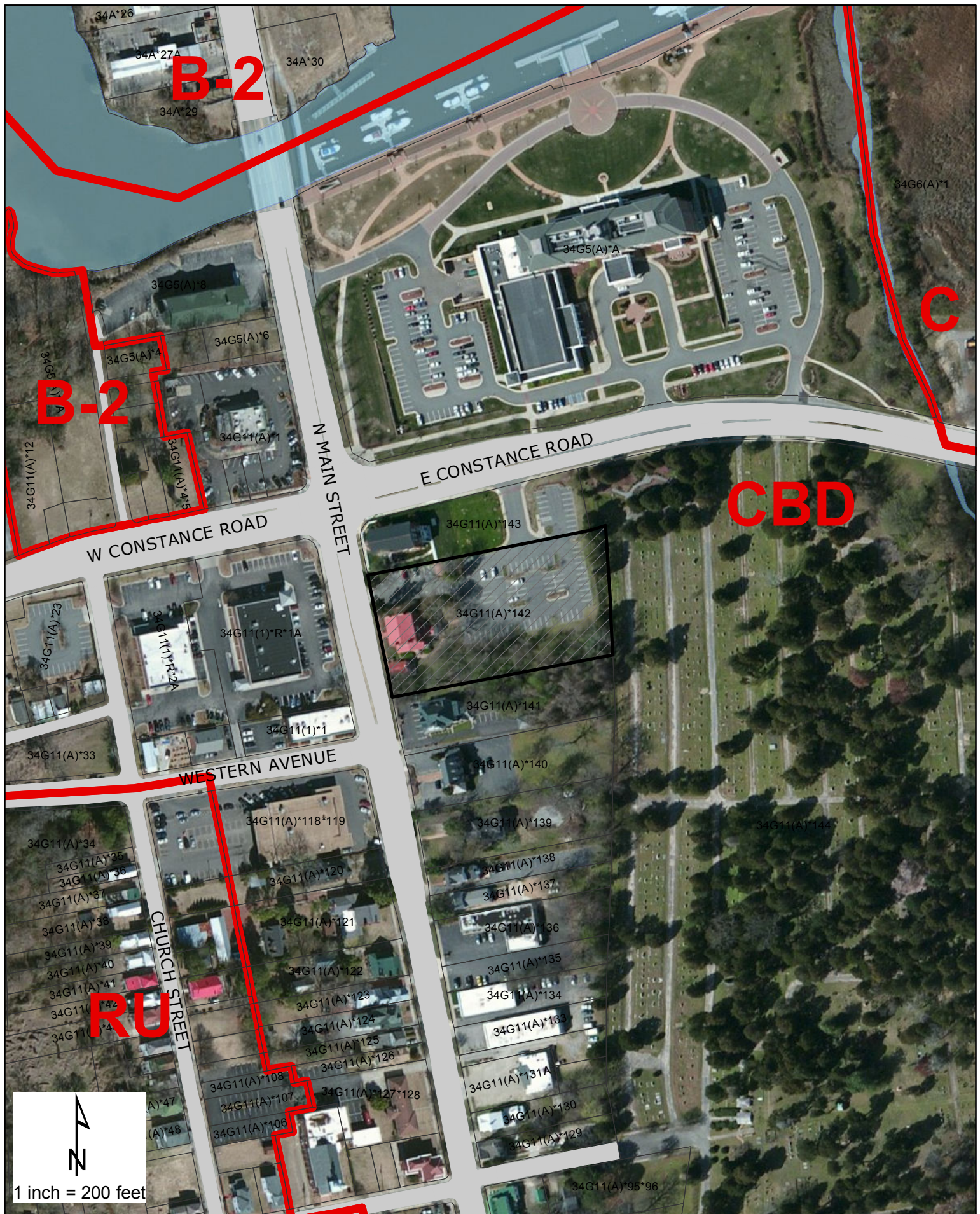
Sincerely,



James E. Butler III  
President



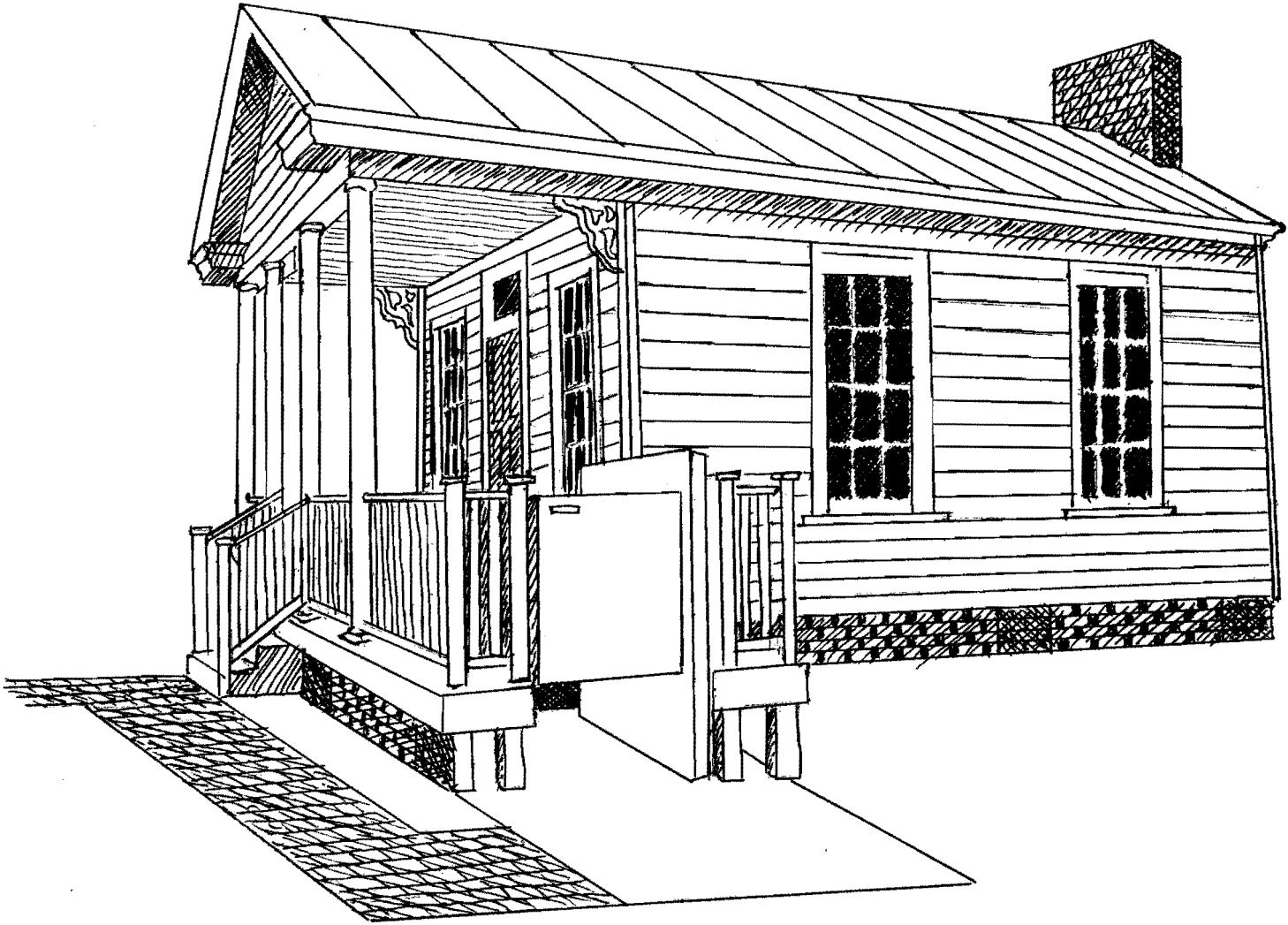
# HC22-13 Zoning /Land Use Map





## Southwest View of the Law Office

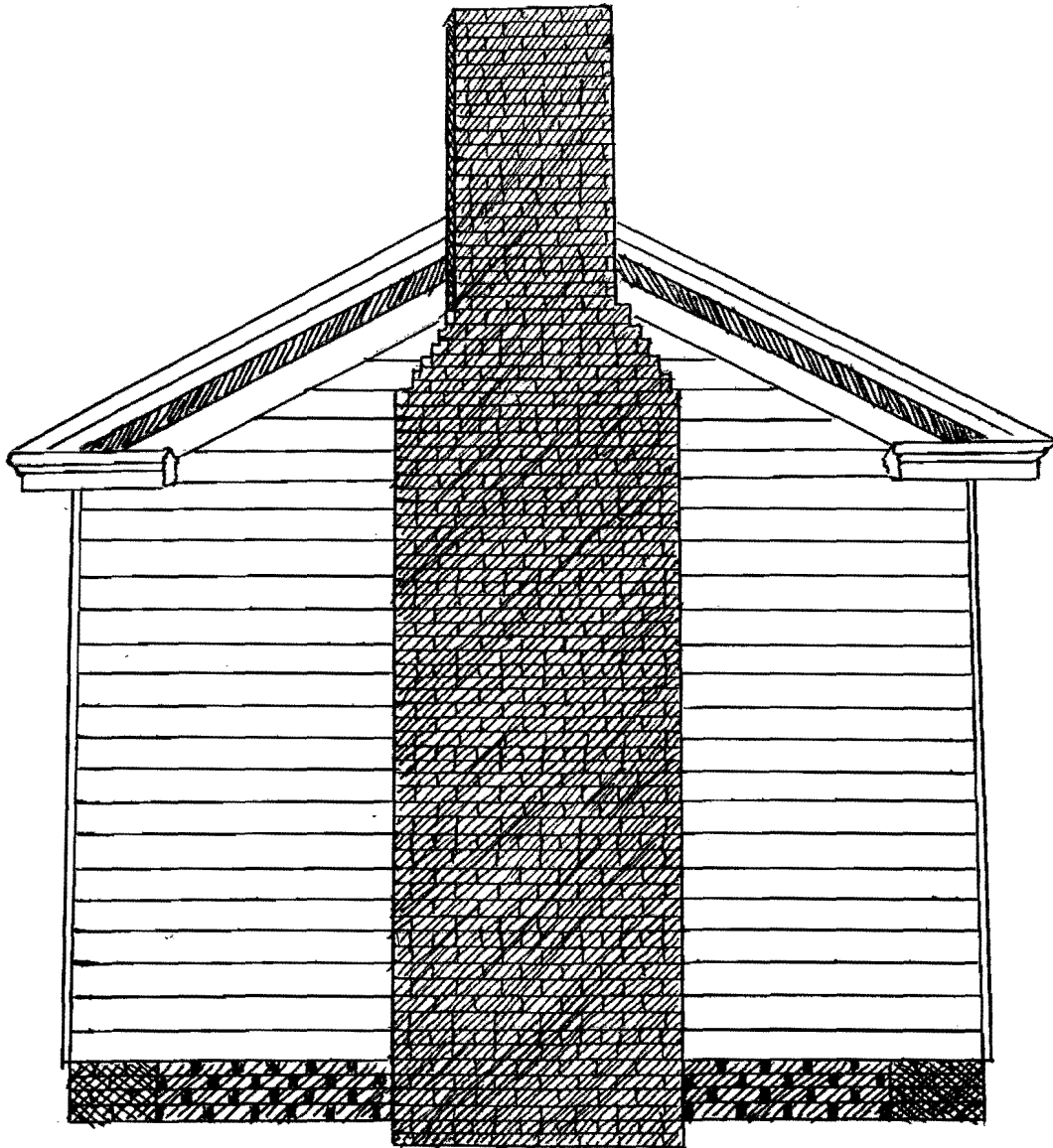
We would like to remove the four existing pine columns on the front porch of the law office. Their replacement would be DuraCast Fiberglass columns. We would also like to replace the existing cypress flooring with four inch salt treated tongue in grooved floor boards and restore the handrail where needed. We will clean, scrape, spot prime and paint with two finish coats of Benjamin Moore exterior paint on all exterior surfaces of the building. All colors that were approved in 2004 will remain the same.



## Southwest View of the Law Office

We would like to remove the existing handicap ramp that you will see in the color photographs. Its replacement would be a mechanical lift that would be inserted in the south end of the front porch. A brick walk would connect to the existing front brick walk of the law office and extend to the base of the mechanical lift where it would connect to a six foot by six foot concrete pad in front of the mechanical lift.

**Weather permitting construction time will be six to eight weeks.**

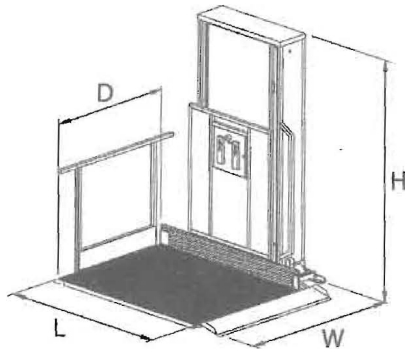


**East View of the Law Office**

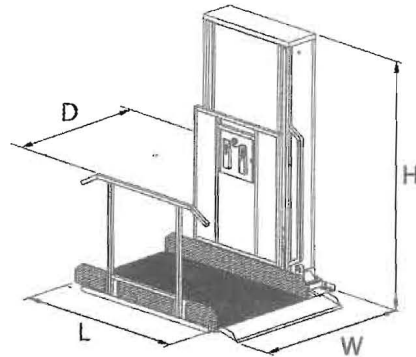
We would like to remove the existing handicap ramp on the south side or rear of the law office that you will see in the color photographs. There is a six foot brick walkway coming off of the larger walkway that leads to the handicap ramp. This short walk will be removed and the bricks will be used in the installation of the new brick walkway that leads to the mechanical lift on the south end of the front porch.



## Commercial Wheelchair lifts



**Adjacent Access**



**Straight Through Access**

**Adjacent Access** L = 54" (1372mm), D = 40" (1016mm), W = 54" (1372mm)

**Straight Access** L = 54" (1372mm), D = 34" (864mm), W = 48" (1219mm)

### Total Travel for commercial lifts

28" Tower Height H = 50.5"

52" Tower Height H = 74.5"

### Total Travel for lifts requiring a shaft

72" Tower Height H = 94.5"

96" Tower Height H = 120.5"

120" Tower Height H = 144.5"

144" Tower Height H = 168.5"



Carriage Gate

Trus<T>Lift is a trademark of RAM Manufacturing,

U.L. and C.S.A. Certified

page 3 of 3









**HC22-13**





**HC22-13**

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# CITY OF SUFFOLK

441 MARKET STREET, P.O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858  
PHONE: (757) 514-4060 FAX: (757) 514-4099

DEPARTMENT OF  
PLANNING & COMMUNITY DEVELOPMENT

*Division of Planning*

To: Historic Landmarks Commission

From: Thomas Jordan, Planner II

Date: October 10, 2013

Subject: **REQUEST FOR CERTIFICATE OF APPROPRIATENESS HC-2013-23**, submitted by Monte and Erin Crawl, property owner, for after-the-fact replacement of windows and associated trim for a residential structure located at 207 Clay Street. The property is further identified as Zoning Map 34G18 Block (A) Parcel(s) 23, Suffolk Voting Borough, and is zoned CBD (Central Business District), and HC (Historic Conservation Overlay District).

## **STAFF REPORT**

### **Overview of the Subject Property and Surrounding Area**

The structure located at 207 Clay Street is part of the Original Suffolk District (1987). The dwelling is configured as a single-family home. It is a two-story frame dwelling circa 1925. The contributing dwelling was constructed in the Colonial Revival architectural style. Notable features of the dwelling includes: Brick (stretcher bond); gable roof (asphalt shingles); Colonial Revival porch with classical pylon supports, classical entablature; rectangular transom and sidelights around front door; 6 over 6 windows.

### **Case History**

Certificates of Appropriates previously authorized for the property include:

HC2012-13AD: Authorized replacement of the existing roof with like-kind 30-year architectural shingles (brown in color) for the main roof only. The approval did not permit any modifications to the existing metal porch roof.

### **Proposed Action**

The applicant is requesting approval for the after-the-fact replacement of 29 (twenty-nine) wood windows with vinyl windows at 207 Clay Street. The four (4) first-floor front porch windows as well as a small number of side windows were replaced by the previous owner with vinyl windows without the benefit of a Certificate of Appropriateness. The remaining windows were replaced by the current owner with vinyl windows prior to the issuance of a stop work order on September 12, 2013. The applicant has indicated the windows were in poor condition and contributed to high utility costs.

### **Public Notice**

Public notice of this meeting was published in the newspaper and notices were mailed to adjacent property owners.

### **Applicable Regulations and Analysis**

#### **A. Unified Development Ordinance**

1. Section 31-413(f)(1), Certificate of Appropriateness: Where exterior appearance of any structure as viewed from any street or public way is involved, the Zoning Administrator shall issue no permit for erection, alteration, or improvement unless and until a Certificate of Appropriateness has been issued.
2. Section 31-413(g)(2), General Considerations
  - A. The compatibility with the design, development standards and criteria as included in the City's adopted Historic District Design Guidelines.
  - C. The historical or architectural value and significance of the building, structure or appurtenant element and its relationship to the historic or architectural value of the area in which it is proposed to be located.
  - E. The compatibility of planned improvements and renovations with the architectural and historic quality, character, and scale of the historic buildings in the City of Suffolk.
- b. Section 31-413(g)(7), Approval of Major Action by the HLC: (v) Any alteration to exterior materials or color of materials

#### **B. Suffolk Historic District Design Guidelines**

1. Chapter 1, Section E, Categories of Significance with the Historic Conservation Overlay District, Contributing Structures: Historic or non-historic structures contribute to the overall historic character of the historic district through the compatibility of their design, character, scale, material, and detailing. They are not, however, significant enough to be designated as landmarks.
2. Chapter 1, Section F, Goals with the Historic Conservation Overlay District:

- Continued use of historic buildings
  - Appropriate design of additions and alterations for buildings
3. Chapter 2, Section E, Certificate of Appropriateness: A Certificate of Appropriateness is similar to a building permit in that it is required whenever the exterior appearance of any structure in the Historic Conversation Overlay District, as viewed from any street or public way, is erected, altered, or improved.
  4. Chapter 4, Section C, Window Openings: Windows are a major character and style-determining feature of an historic building. It is very important that the windows of an historic building be preserved where possible to maintain their size and details.
  5. Chapter 4, Section C.3, Guidelines for Window Preservation:
    - Maintain Original Windows: If repair of an original window is necessary, repair only the deteriorated element to match the original in size, composition, material, dimension, and detail by patching, splicing, consolidating, or otherwise reinforcing the deteriorated section. The removal of historic resources shall be avoided.
    - Avoid Replacing Original Windows: Replace windows only when they are missing or beyond repair. Reconstruction should be based on physical evidence or old photographs, when available. Replacement windows should be designated to match the original in appearance, detail, material, profile, and overall size as closely as possible. Do not use inappropriate materials or finishes that radically change the sash, depth of reveal, muntin configuration, the reflective quality or color of the glazing, or the appearance of the frame.
    - New Window Materials: New windows may be constructed of painted wood, metal clad or vinyl clad. Unfinished or anodized aluminum is not permitted. When evaluating the acceptability of replacement windows, the following criteria shall be used:
      - Kind and texture of materials;
      - Architectural and historical compatibility;
      - Comparison to original window profile;
      - Level of significance of original windows to the architectural style of the building; and
      - Material performance and durability.

### **Staff Analysis**

An after-the-fact approval of twenty-nine (29) vinyl replacement windows is requested. Historical photos show that the structure extensively utilized six-over-six (6/6) wooden windows. The Historic District Design Guidelines identify windows as a major character and style-determining feature of a historic building and therefore discourages their replacement. The Guidelines offers clear directions on the preservation of windows and the criteria for evaluating the installation of replacement windows. The Historic District Design Guidelines state the

removal of historic resources shall be avoided, therefore the repair or replacement of the deteriorated window section(s) should be the primary objective.

When the replacement of the original window is requested the Historic District Design Guidelines call for a signed statement, with exhibits, from a licensed general contractor stating the condition of the existing windows, ability to be repaired, need for replacement, proposed corrective measures, and options to replacement as required supporting documentation for any application for a Certificate of Appropriateness seeking authorization for the replacement of windows. The applicant has not provided an assessment documenting the condition of the previously removed windows thereby establishing the need for replacement.

The twenty-five (25) of the replacement vinyl windows that the current owner installed are double-hung vinyl windows with no divisions. These windows do not duplicate the original wood windows in regard to materials, profile, or style. The remaining four (4) first-floor front porch windows were replaced by 3-lite horizontal slider windows, which substantially deviate from the original wood windows in regard to materials, profile, and style. The Historic District Design Guidelines support the use of wood, metal clad, or vinyl clad windows for replacement of deteriorated windows. The installed vinyl replacement windows do not meet the Historic District Design Guidelines standards.

Several of the removed windows are currently stored on-site, the condition of which is not known and has not been documented. Should the Commission determine that window replacement is appropriate, the Guidelines support the use of wood, metal clad or vinyl clad windows. In addition any new replacement windows should match the original in appearance, detail, material, profile, and overall size as closely as possible. Inappropriate materials or finishes that radically change the sash, depth of reveal, muntins configuration, the reflective quality or color of the glazing, or the appearance of the frame shall not be utilized.

### **Summary and Recommendations**

It is staff's position the criteria of Chapter 4, Section C, Window Openings, of the Historic District Design Guidelines have not been addressed. Based on the above findings-of-fact, staff recommends the following actions with regard to the requests outlined in HC2013-23:

1. Deny the after-the-fact installation of vinyl double-hung windows and install replacement windows as directed by the Historic Landmark Commission.
2. No further exterior improvements permitted without the issuance of a Certificate of Appropriateness.
3. All required permits shall be obtained from the Community Development Division.



The map displays the City of Norfolk, Virginia, with a red dot marking a specific location on Clay Street. The city is divided into four colored zones: Green (West), Yellow (Center), Orange (East), and Purple (South). The map includes labels for Lake Meade, Nansemond River, and numerous streets such as W River View Drive, N Broad Street, W Constance Road, and W Washington Street. The red dot is located on Clay Street, near the intersection with Market Street.

The map displays the City of Norfolk, Virginia, with a red dot marking a specific location on Clay Street. The city is divided into several colored zones: green (southwest), yellow (center), pink (northeast), and purple (southeast). Major streets and landmarks are labeled, including Lake Meade, Nansemond River, and various residential and commercial areas. The red dot is located on Clay Street, near the intersection with Market Street, within the yellow zone.

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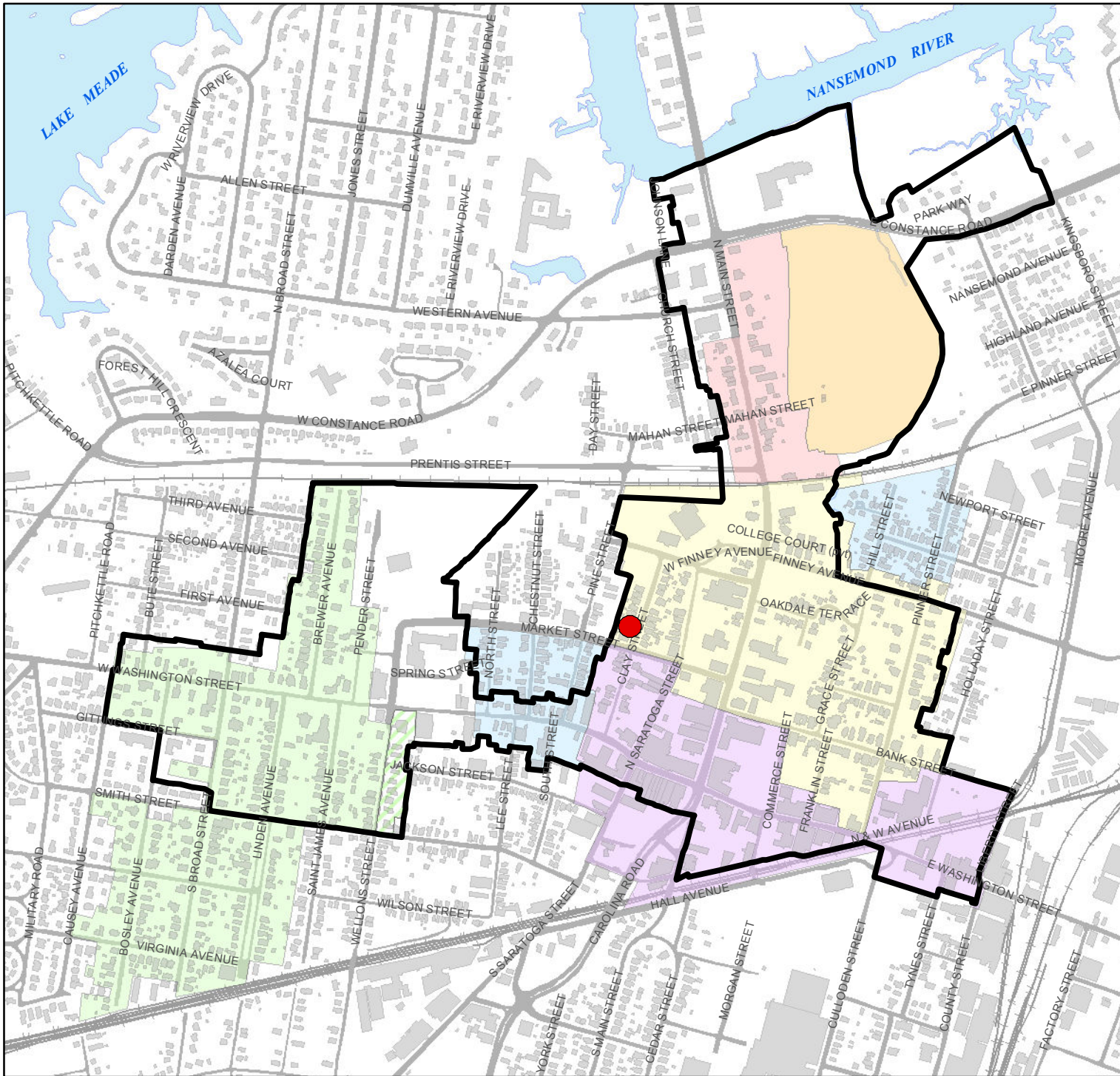
This is a detailed street map of a neighborhood in Charleston, South Carolina. The map features a grid of streets with various names, including Lake Meade, Nansemond River, and numerous residential streets like Allen Street, Jones Street, and Darden Avenue. A red dot is placed on Clay Street, near the intersection with Market Street. The map is divided into several colored zones: a green zone on the left, a yellow zone in the center, a pink zone on the right, and a purple zone at the bottom. The map also shows a network of roads, including W Constance Road, W Washington Street, and W Finney Avenue. The map is oriented with North at the top.

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# HC23-13 Zoning /Land Use Map

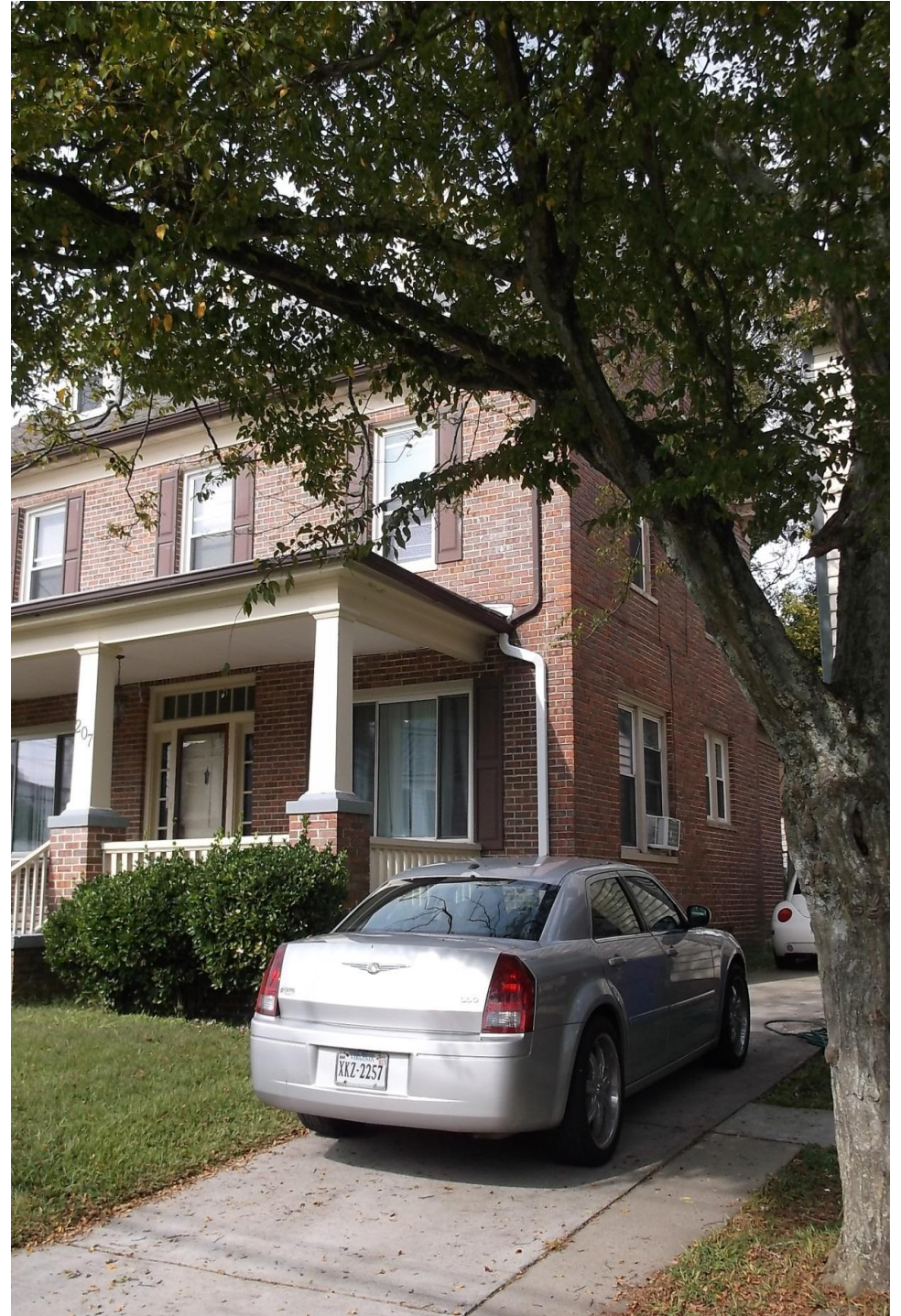






**HC23-13**





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## HISTORIC CONSERVATION OVERLAY DISTRICT GENERAL CERTIFICATE OF APPROPRIATENESS

Application Number: HC-2013-20AD

### **THIS CERTIFICATE MUST BE POSTED IN A VISIBLE LOCATION ON THE PREMISES**

This is to certify that the structure located at the following location has met the requirements of Section 31-413(f)(1) of the Unified Development Ordinance:

Property Address: 127 Brewer Ave.

Property Owner: Cornerstone Investment

Property Owner's Address: 8166 Shore Dr., Suite D, Norfolk, VA. 23518

Property Zoning Map Identification: 34G17(2)A\*18

Property Zoning: RM, Residential Medium Density District and HC, Historic Conservation Overlay District

The following action/conditions are approved:

1. Painting the exterior stucco St. Mary's Salmon Medium Light Wallpaper (CW204) and the trim Williamsburg Courthouse White (CW714) from the Pratt and Lambert Williamsburg Color Collection or an identical color matched from another paint supplier. Paint application shall follow painting guidelines as outlined in the design guidelines and the manufacture's specifications for preparation and application.
2. Repair and maintenance of the original windows including re-glazing and preservation of the original window materials. Repairs shall only be made to the deteriorated element to match the original in size, composition, material, dimension, and detail by patching, splicing, consolidating, or otherwise reinforcing the deteriorated section.
3. Any additional exterior improvements shall require a Certificate of Appropriateness.
4. All required permits shall be obtained from the Community Development Division.

THIS CERTIFICATE IS VALID FOR SIX (6) MONTHS. THE APPROVED ACTION(S) MUST COMMENCE WITHIN SIX (6) MONTHS, OTHERWISE A REQUEST FOR AN EXTENSION MUST BE APPLIED FOR AND GRANTED BY THE HISTORIC LANDMARKS COMMISSION OR THE ADMINISTRATOR BEFORE SUCH ACTION CAN COMMENCE.

Signed: Patricia Southard  
(Zoning Administrator)

Date: 9/12/13

Signed: [Signature]  
(HLC Secretary)

Date: 9/12/13





## HISTORIC CONSERVATION OVERLAY DISTRICT GENERAL CERTIFICATE OF APPROPRIATENESS

Application Number: HC-2013-24AD

### **THIS CERTIFICATE MUST BE POSTED IN A VISIBLE LOCATION ON THE PREMISES**

This is to certify that the structure located at the following location has met the requirements of Section 31-413(f)(1) of the Unified Development Ordinance:

Property Address: 705 West Washington Street

Property Owner: 705 West Washington Street, LLC.

Property Owner's Address: 705 West Washington Street, LLC., Suffolk, VA. 23434

Property Zoning Map Identification: 34G16(6)C\*2 and C\*4

Property Zoning: CBD, Central Business District and HC, Historic Conservation Overlay District

The following action/conditions are approved:

1. Addition of an 1.92 SF (12" x 23") wood hanging sign to the existing pole mounted hanging sign. The sign will utilize Bracken Cream (CW708) for the background color with black and Tucker Pale Gray (CW805) colors for lettering from the Pratt and Lambert Williamsburg Color Collection.
2. Any additional exterior improvements shall require a Certificate of Appropriateness.
3. All required permits shall be obtained from the Community Development Division.

THIS CERTIFICATE IS VALID FOR SIX (6) MONTHS. THE APPROVED ACTION(S) MUST COMMENCE WITHIN SIX (6) MONTHS, OTHERWISE A REQUEST FOR AN EXTENSION MUST BE APPLIED FOR AND GRANTED BY THE HISTORIC LANDMARKS COMMISSION OR THE ADMINISTRATOR BEFORE SUCH ACTION CAN COMMENCE.

Signed:

*Patricia Southard*  
(Zoning Administrator)

Date:

9/24/13

Signed:

*[Signature]*  
(HLC Secretary)

Date:

9/24/13



## HISTORIC CONSERVATION OVERLAY DISTRICT GENERAL CERTIFICATE OF APPROPRIATENESS

Application Number: HC-2013-25AD

**THIS CERTIFICATE MUST BE POSTED IN A VISIBLE LOCATION  
ON THE PREMISES**

This is to certify that the structure located at the following location has met the requirements of Section 31-413(f)(1) of the Unified Development Ordinance:

Property Address: 321 West Washington Street

Property Owner: N & N Land Co., LLC c/o Ralph Nahra

Property Owner's Address: 3720 Redwood Farm Dr., Virginia Beach, VA. 23452

Property Zoning Map Identification: 34G17(A)\*181

Property Zoning: CBD, Central Business District and HC, Historic Conservation Overlay District

The following action/conditions are approved:

1. Replacement of the existing blank sign face with a 4' x 7' metal sign face. The sign will utilize a black background with "Shade Master's Window Tinting" in white and Brush Damask (CW317) colors.
2. The sign shall not be illuminated.
3. Any additional exterior improvements shall require a Certificate of Appropriateness.
4. All required permits shall be obtained from the Community Development Division.

THIS CERTIFICATE IS VALID FOR SIX (6) MONTHS. THE APPROVED ACTION(S) MUST COMMENCE WITHIN SIX (6) MONTHS, OTHERWISE A REQUEST FOR AN EXTENSION MUST BE APPLIED FOR AND GRANTED BY THE HISTORIC LANDMARKS COMMISSION OR THE ADMINISTRATOR BEFORE SUCH ACTION CAN COMMENCE.

Signed: \_\_\_\_\_

(Zoning Administrator)

Date: \_\_\_\_\_

9/24/13

Signed: \_\_\_\_\_

(HLC Secretary)

Date: \_\_\_\_\_

9/24/13